

MADERA COUNTY
SOLID WASTE MANAGER

DEFINITION

Under the general direction of the County Engineer, performs a wide variety of professional, technical, budgetary, analytical and administrative duties relative to the coordination of waste management services; serves as a liaison between Federal, State, and local agencies; assumes responsibility for a wide range of solid waste planning and management activities; responds to legislative mandates regarding waste reduction and recycling programs, and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

This position provides general supervision to the Solid Waste Management program and the incumbent reports directly to the County Engineer. The incumbent is expected to work independently and is responsible for the coordination, management and supervision of the County waste management efforts.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Consults with department management, contractors, and governmental agencies to establish goals and objectives of waste reduction and recycling programs; oversees planning activities designed to ensure compliance with State waste diversion mandates; provides information and recommendations on proposed legislation that pertains to solid waste, household hazardous waste collection, and recycling programs; conducts budget analysis and develops financing strategies relative to waste management goals and objectives; plans, implements, and coordinates solid waste reduction and recycling programs; conducts waste audits and makes recommendations to reduce and recycle waste; assures that the landfill is operated in accordance with all Federal and State standards; delivers educational presentations on solid waste management and recycling to community groups, schools, and other public agencies; oversees and coordinates the work of field and office staff assigned to solid waste management projects; coordinates and administers grants under the Solid Waste program; provides lead direction, work coordination, and training for other staff; prepares and maintains accurate records, correspondence, technical, and narrative reports relative to a range of solid waste activities; provides information to the public, contractors, engineers, developers, and representatives of other governmental agencies; and coordinates the activities of the operator on site.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Practices, techniques, and equipment used in integrated waste management and recycling operations.
Local, State and Federal legislation regarding integrated waste management and recycling programs.
Data collection and analysis.
Common public works construction methods and materials.
Use of computers and computer applications relative to administrative and research functions.
Grant preparation and contract administration.
Principles of public administration, budgeting, and public relations.
Federal, State and local regulations involving project approval for Federal and State funds, including but not limited to solid waste, recycling, and landfill operation.
Principles of supervision, training, and performance evaluation.
Computer programs and software used for public works projects.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, organize, and coordinate integrated waste management and recycling programs.
Monitor and evaluate program performance according to established goals and objectives.
Prepare and effectively present oral and written reports, recommendations, and agenda items to staff, board members, and other local organizations.
Administer budgets and grants for integrated waste management and recycling programs.
Perform technical office and field support work in a variety of areas.
Interpret and ensure compliance with Federal, State and local codes, laws, and regulations pertaining to integrated waste management and recycling programs.
Establish and maintain positive and harmonious working relationships with fellow employees, the public, representatives from other agencies and community organizations.
Communicate clearly, both orally and in writing.
Plan, organize, and direct the work of professional and sub professional personnel and consultants.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five (5) years of increasingly responsible and progressive experience in solid waste management, landfill and recycling program administration, including some supervisory or managerial experience.

Training:

Equivalent to the completion of a Bachelor's Degree in Engineering, Business Management, or a related field.

License or Certificate:

Possession of, or ability to obtain by date of appointment, a valid California Driver's License issued by the State Department of Motor Vehicles.

Registration as a Professional Engineer (PE) is highly desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; stand, walk, kneel, crouch, stoop, squat, twist, and climb; sustain exposure to cold, heat, noise, outdoors, confining work space, chemicals, mechanical equipment and electrical hazards; and ability to travel to different sites and locations.

Date: January, 2005